

VERMONT FORENSIC LABORATORY

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INSTRUCTIONS FOR SAMPLE COLLECTION AND PACKAGING FOR EVIDENTIARY BLOOD SPECIMEN

Kit Contents:

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| 1 Needle with safety cap | 2 Red evidence seals for cardboard mailer |
| 1 Iodine prep pad | 2 White seals for styrofoam carrier |
| 1 Blood transfer device | 1 Styrofoam carrier |
| 3 Grey top blood collection tubes | 1 Biohazard bag with document pouch |
| 3 Blood tube custody seals | 1 Instruction Sheet (ALC_F002) |
| 1 Request for Analysis for Alcohol/Drugs in Blood form (ALC_F001) | |

Officer:

1. Complete the upper portion of the "Request for Analysis for Alcohol/Drugs in Blood" form (ALC_F001) and select whether the sample is for alcohol or drug analysis. If the sample is for drug analysis, select the category of drug and obtain an authorization signature prior to sealing the cardboard mailer.
2. Ask the medical personnel to collect the blood sample, filling all tubes if possible.
3. After the tubes are filled, sign your name witnessing the blood draw and insert the "Request for Analysis for Alcohol/Drugs in Blood" form (ALC_F001) in the document pouch in the plastic biohazard bag.
4. Place the plastic biohazard bag into the cardboard mailer and seal the mailer with the red tamper-resistant security seals. If you are waiting for an authorization signature for drug testing you may leave the cardboard mailer unsealed until the signature is obtained.
5. After the cardboard mailer is sealed, return the kit to the Vermont Forensic Laboratory via hand delivery or certified mail.

Medical Personnel:

1. Draw blood samples following your normal protocol using a prep pad which does not contain alcohol.
2. Discard the prep pad and needle as per your normal protocol.
3. After collection, invert tubes several times to ensure complete mixing with the preservative and anticoagulant.
4. Record the donor information and collection data on the sample tube seals.
5. Apply the seals over the tube tops and return them to the styrofoam carrier.
6. Seal the styrofoam carrier with the white security seals provided.
7. Place the carrier in the plastic biohazard bag and close the bag.
8. Provide your name (please print), signature and time of collection on the top half of the "Request for Analysis for Alcohol/Drugs in Blood" form (ALC_F001). Ensure that the officer has signed as the witness to the blood draw.
9. Return the kit and request form to the law enforcement officer who requested the sample draw.

Note: If the current date is beyond the kit expiration date you may use an unexpired gray top tube from another source.

The laboratory will decontaminate and discard any specimen which is improperly packaged and which may pose a health risk to personnel.

Questions or comments regarding these instructions may be submitted to the Vermont Forensic Laboratory by mail or phone.